



CITY OF HOUSTON
NEIGHBORHOOD PROTECTION CORPS
7125 Ardmore, Houston, Texas 77054
Direct-832-394-0600
Fax-832-394-0700

REQUEST FOR AN EXTENSION OF EXPIRED ORDER
PLEASE READ CAREFULLY AND PRINT CLEARLY

APPLYING FOR AN EXTENSION DOES NOT PREVENT THE CITY FROM
TAKING ENFORCEMENT ACTIONS ON AN EXPIRED ORDER

A response to the request for an extension of time may take up to 21 working days to process.

If the City has begun any enforcement or abatement actions, your request for an extension of time may be denied. If the City has incurred costs for enforcement or abatement, you will be required to pay those costs before an extension can be granted.

If an agent is requesting an extension on behalf of an owner, the agent must have a notarized statement from the owner authorizing the agent to act on matters pertaining to the extension. No exceptions will be allowed.

If you have more than 1 expired order, a separate extension application is required for each expired order.

ELIGIBILITY REQUIREMENTS:

1. The Order Must Be **Expired**
2. All City Liens Must Be Paid In Full, (For Lien Payment Off, Contact the Law Firm of Linebarger, Goggan, Blair and Sampson, LLP at 713-844-3573, Fax 713-576-1396, or at cityliens@publicans.com.)
3. The Property Must Be Clear of Any and All Nuisances: (Trash, Debris, Rubbish, Tires, or Weeds)
4. The Structure Must Be Secured From Unauthorized Entry, If Possible
5. There must be access to enter the property

YOUR EXTENSION REQUEST MAY BE DENIED OR DELAYED IF ANY VIOLATIONS EXIST ON THE PROPERTY

APPLICATIONS MUST INCLUDE ALL OF THE FOLLOWING DOCUMENTS:

1. A Copy of the Expired Order
2. A Recorded Deed or other Official Proof of Ownership
3. Copy of a Valid Driver's License
4. Photos of All 4 Sides of the Structure and a Photo of the Front and Backyard of the Property; **Photos Must be Date Stamped and no Older than 30 Days**
5. A Work Plan that Includes a Timeline
6. A Bank Statement or Letter Verifying Line of Credit (**Commercial & Multi-family Only**)

ONLY COMPLETED APPLICATIONS WILL BE ACCEPTED

Applicant Name: _____

Applicant Status: ☐ Owner ☐ Lienholder ☐ Agent for Owner

Mailing Address: _____
Street City Zip Code

Home Telephone: _____ Business Telephone: _____

Preferred Method of Receiving Response: ☐ Mail ☐ Pick Up ☐ Fax ☐ E-mail

Fax Number: _____ E-Mail Address: _____

APPLICATIONS MUST INCLUDE ALL OF THE FOLLOWING DOCUMENTS:

1. A Copy of the Expired Order
2. A Recorded Deed or other Official Proof of Ownership
3. Copy of a Valid Driver's License Each Time You Apply
4. Photos of All 4 Sides of the Structure and a Photo of the Front and Backyard of the Property; **Photos Must Show a Date within 30 Days of Application.**
5. A Work Plan that Includes a Timeline
6. A Bank Statement or Letter Verifying Line of Credit (**Commercial & Multi-family Only**)

Address of property as it appears on the Order:

Street Address _____

City State Zip Code

Property Type: ☐ Vacant Lot ☐ Single Family ☐ Multi Family ☐ Commercial ☐ Pool

☐ Other (Specify) _____

Reason for Request: ☐ Repair ☐ Demolition ☐ Secure until Repaired ☐ Secure to Specifications

☐ Clean Up ☐ Certificate of Compliance ☐ Other (Specify) _____

Permit Purchased: ☐ Demolition ☐ Repair ☐ Securing ☐ Other _____ ☐ None

Date Permits Purchased: _____

I have read and understand the terms and conditions of this application.

Signature _____

Date _____